

APPLICATION FOR RENEWAL OF ALCOHOLIC BEVERAGE PERMITS

Enclosed is an application for the renewal of your 20XX Alcoholic Beverage Permits.

INSTRUCTIONS:

1. Please make sure the printed information is correct on the label.
 - Account number
 - Business name
 - Owner's name
 - Business address
 - Mailing address
2. Enter YEAR on the line in the upper right-hand corner.
3. (#1) Enter the name of the person completing this form. (This should be the sole proprietor, partner, member or corporate officer). Then enter your social security number.
4. (#2) Has the trade name changed? Answer Yes or No. If yes, submit a Schedule A. Enter the current business address. If business address is different from the label, please submit a Schedule A, lease or Act of Sale.
5. (#3) Enter the type of business operation.
6. (#4) Has the ownership of the business changed? Answer Yes or No. If yes, submit a new application with both City and State.
7. (#5) Please report any change in officers of the corporation. Keep in mind these changes should be reported as they take place, because at renewal time it may slow down the processing of your renewal.
8. (#6) The change of marital status of any owner, partner, member or corporate officer should also be reported timely, submit a Schedule A & B accordingly.
9. (#7) If you are not the owner of the property please make sure a current lease is on file with the Bureau of Revenue. If you have become the owner of the property since your last renewal, please submit a true copy of the Act of Sale and a Schedule A.
10. (#8) If you have done renovations to the existing business, you must report in by filing it on the Schedule A application. Approvals are required from Safety and Permits Department and all building permits must be finalized.

11. AMOUNT DUE:

Liquor	\$xxx.xx	Beer	\$xxx.xx
Beer	\$xxx.xx	Processing Fee	\$xxx.xx
Processing Fee	\$xxx.xx		
Total Due	\$xxx.xx*	Total Due	\$xxx.xx*

Payment must be made by **cashiers check or postal money order only**, payable to the City of New Orleans.

SIGNATURES:

Renewal applications must be signed by a corporate officer, partner, member or owner and must be notarized.

DUE DATE: April 1, 20XX

Be advised that the City passed an ordinance in January 2006, which addresses non-conforming use. Businesses damaged as a result of the hurricanes have one (1) year to restore the business, instead of the six (6) month rule in years past, without jeopardizing its zoning. It is imperative that business owners notify the local ABO office of their intention to rebuild or to close.

Completed renewals and remittance are due on or before April 1, 20XX and become delinquent on April 5, 20XX.

CLEARANCE FORMS:

City Tax Clearance forms may be obtained in the Revenue Office, Room 1W15, City Hall or a fax request can be submitted to (504)658-1605. The Alcoholic Beverage Unit can be contacted at (504) 658-1674. **The original clearance form received from the State Department of Revenue and Taxation, 1555 Poydras St. #900, 568-5233, must be submitted with your City renewal.** You must have a form from the City and one from the State to submit with each renewal.

PENALTIES:

Penalties are assessed on the 5th day of April. Renewals received after the 5th will be subject to penalties at \$25.00 per month on liquor permits and \$34.00 fee on beer permits.

Schedules A and B can be obtained from the Department of Finance/Bureau of Revenue, Room 1W15, 1300 Perdido St. New Orleans, LA 70112 or by calling (504) 658-1674.

If you need any additional information, please visit the Bureau of Revenue, City Hall, Room 1W15 or call (504) 658-1674.

Yours truly,

Alcoholic Beverage Unit
City of New Orleans

INSTRUCTIONS: This affidavit must be executed and submitted in duplicate by the owner, partner, member or one corporate officer. Return affidavits with either cashier's check or postal money order, payable to the City of New Orleans; to Room 1W15, City Hall, 70112, on or before the first day of the second month preceding the effective date of the permit for the ensuing year. Renewal affidavits filed five (5) days after the due date will be charged delinquent penalties. (Refer to letter)

1. Name of applicant _____ Social Security # _____
Circle one: (Sole Proprietor, Partner, Member or Corporate Officer)
2. Has trade name of business changed? _____ Business Address _____
(Complete address)
If yes, give new name _____ Bus. Phone # _____ (required)
3. Type of business operation (Bar, Nightclub, Grocery Store, Restaurant, etc.) _____
4. Has type of ownership changed? _____ If yes, a new application must be filed with the City of New Orleans and the State Alcohol Beverage Control
5. If a corporation or LLC, has there been any change in the officers or members of the corporation or LLC? _____. If yes, you will need to complete an amended Schedule "A" and a Schedule "B" on any new officer(s) or member(s), plus a copy of the minutes of meeting stating these changes.
6. Has the marital status of the owner(s) or any corporate officer(s) changed? _____ If yes, new Schedule "B" affidavits must be attached to this affidavit for renewal.
7. Are you the owner of the property where the business is located? _____ If leasing, what is the expiration of the leased property? _____. Please provide the complete name and address of the property owner, including postal code and a copy of a new lease/sub-lease with this affidavit. _____.
8. Has there been any change as to the exact space to be occupied in the establishment of the alcoholic beverage outlet as outlined in the Schedule "A" presently on file? _____ If so, please submit an amended Schedule "A".

THIS AFFIDAVIT MUST BE EXECUTED BY THE APPLICANT BEFORE A NOTARY PUBLIC

I, the undersigned, do hereby submit application for renewal of the City of New Orleans, Alcoholic Beverage Permits for the year as indicated above and do swear and affirm that I have read each of the questions in the foregoing instrument. I also affirm that I have not been convicted of a felony nor have had a conviction or judgment against me involving alcoholic beverage within one (1) year of the date of this renewal application. I also affirm that any permit holders (whether sole proprietor, partner or corporate officer) are acting for any third party or have executed any agreements, verbally or in writing or counter letters, granting any rights of ownership, or interest to any other person or persons not disclosed in the application. I understand that this renewal of my alcoholic beverage permits is subject to subsequent revocation or suspension for violations of law governing alcoholic beverage outlets by the City of New Orleans.

SIGNED: _____

PRINT NAME: _____

HOME ADDRESS: _____

Sworn to before me this _____ day

Of _____, 20_____
(Please affix seal)

(Complete including postal code)

ABO RENEWAL FEES

LIQUOR	_____	\$ _____
BEER	_____	_____
ABO PROCESSING FEE	_____	_____
LIQUOR PENALTY	_____	_____
BEER PENALTY	_____	_____
TOTAL	_____	\$ _____